



**SFUSD** SAN FRANCISCO  
PUBLIC SCHOOLS

# Office of Counseling & Post-Secondary Success



## Exploring Careers

# Agenda

- Part 1: Terminology
- Part 2: Take Interest Assessments
- Part 3: Build Your Resume
- Part 4: Act!



A photograph of three children sitting on a colorful mat in a library. The child on the left is a girl with dark hair, wearing a black t-shirt, looking at a tablet. The child in the middle is a boy with dark hair, wearing a white t-shirt, looking at a tablet. The child on the right is a boy with dark hair, wearing a black jacket with a red collar and a red circular logo, looking at a tablet. In the background, there are bookshelves filled with books. The text "Part 1: Terminology" is overlaid in white on the image.

# Part 1: Terminology

# Vocabulary

**Career:** is a sequence of occupations and other roles that you play in your life, the settings in which they occur, and the major events of your life; the total series of roles and work experiences a person occupies throughout life. Each person has one, lifelong career that may include many occupations and jobs. A career also includes education activities and decisions, and the way a person's work life is integrated with other life roles such as family, community, and leisure.

**Job:** is a paid position with specific duties, tasks, and responsibilities in a particular place of work (e.g., photographer at Best Pictures).

**Occupation:** is a cluster of jobs with common characteristics that require similar skills (e.g., engineering).

**Personality Types:** A combination of characteristics or qualities that form an individual's distinctive character.

**Holland Code:** Theory of careers and occupational choices that relate occupational environment to personality types. Broken down into 6 categories.

# Vocabulary

**Postsecondary education:** is education beyond high school generally thought of in terms of two- and four-year college or university attendance and includes any training beyond high school such as certificate, licensure, or apprenticeship programs.

**Salary:** is employee compensation quoted on an annual basis.

**Wages:** are employee compensation based on the number of hours worked multiplied by an hourly rate of pay.

**Majors:** Course of study to receive a degree in a specific area you specialize in like Accounting or Chemistry.

**Resume:** A one-two page document to sum up your qualifications including educational history and professional qualifications and experience, as that prepared by an applicant for a job. More than just a formal job application, a resume is a marketing tool that job seekers use to communicate their value to employers.

A photograph of three students sitting on a colorful mat on the floor in a library. They are all looking at tablets. The student on the left is a girl with dark hair, wearing a black shirt. The student in the middle is a boy with dark hair, wearing a white t-shirt. The student on the right is a boy with dark skin, wearing a black jacket with a red collar and a red circular logo on the chest, and blue jeans. The background shows bookshelves filled with books. The text "Part 2: Take Interest Assessments" is overlaid in white on the image.

# Part 2: Take Interest Assessments

# Click on these free Interest Assessments!



**California CareerZone**  
powered by **Headed2>**

Create an account and save your profile and interested jobs



Interest profiler provided by the U.S. Department of Labor



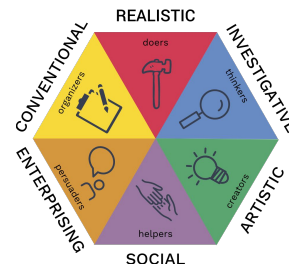
This interest profiler connects occupations to certificates/degrees offered at CCSF



**16 Personalities**

This interest profiler takes assessment of your personality type

**Your Personality Type**  
Based on Holland Codes, you will receive a combination of characteristics that form your personality!



## Example Results:

**CITY COLLEGE OF SAN FRANCISCO**

Assessment Careers Programs Résumé Builder

### Assessment Results

Your top three traits are...

**Artistic**  
Artistic people are very creative, original, and individualistic. They like to be different and strive to stand out from the crowd. They like to express their personalities by creating new and different things with words; with music; with materials, through painting, carving, sculpturing, engraving... [Show More](#)

**Social**  
Social people are friendly and outgoing. They are cooperative and enjoy working with and being around other people. They are understanding and insightful concerning the feelings and problems of others. They like to be helpful to others by serving in facilitative roles such as those of teachers... [Show More](#)

**Realistic**  
Realistic people are attracted to outdoor, mechanical and physical activities, hobbies, and occupations. They like to work with things, objects, and animals rather than with ideas, data, and people. They tend to have mechanical and athletic abilities and are usually strong and well-coordinated. They... [Show More](#)

**O\*NET Interest Profiler**

Here are your Interest Profiler results!

Think of your interests as work you like to do.

Your interests can help you find careers you might like to explore. The more a career meets your interests, the more likely it will be satisfying and rewarding to you.

You can click on any interest below to learn more. When you're ready, click **Next** to continue.

- [Realistic](#)
- [Social](#)
- [Investigative](#)
- [Enterprising](#)
- [Artistic](#)
- [Conventional](#)

Print Share

Back Start Interests Results Job Zones Careers Next



# After taking the assessment you will find... 9



### Childcare Workers

A member of Education, Child Development, and Family Services

Average Salary **\$30,190**

Annual Openings **15,770**

Preparation **Job Zone 2**

Media Gallery

#### About the Job .....

Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

#### What They Do .....

- Maintain a safe play environment.
- Dress children and change diapers.
- Observe and monitor children's play activities.
- Provide care for mentally disturbed, delinquent, or handicapped children.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.

[view all](#)

#### Interests

People who work in this occupation generally have the interest code: **SA**.

#### Work Values

People who work in this occupation generally prize **Relationships**, but also value **Support** and **Independence** in their

#### You and This Occupation

Your Rating  Compatibility

|                     |                     |                     |
|---------------------|---------------------|---------------------|
| 0                   | 0                   | 0                   |
| Resumes             | Journals            | Plans               |
| <a href="#">Add</a> | <a href="#">Add</a> | <a href="#">Add</a> |

#### Your Opportunities .....

All Education & Training Certification Jobs Companies

- Allan Hancock College
- Care Coordinator/Lead Caregiver (\$48,000-\$52,000 annually)
- Certified Childcare Professional

## Jobs Related to Your Personality Type

The jobs will have descriptions including average wage, skills needed, educational attainment requirements, etc.



A photograph of three children sitting on a colorful mat on the floor in a library. They are all looking at and using tablets. The child on the left is a girl with dark hair, wearing a black t-shirt. The child in the middle is a boy with dark hair, wearing a white t-shirt. The child on the right is a boy with dark skin, wearing a black and red jacket with a San Francisco 49ers logo and blue jeans. The background is filled with bookshelves. The text 'Part 3: Build Your Resume' is overlaid in white on the image.

# Part 3: Build Your Resume

# Resume



## Professional Tips:

- Arial or Helvetica font
- 11-12 point font only (except heading)
- Stick to 1 page (may grow to 2 pages after more experience is gained)
- Be consistent: **Bold**, Underline or *Italicize* will highlight elements of your resume
- Make a LinkedIn account and include in your contact information

**YOUR NAME**  
 (123) 456-7890  
[no\\_reply@example.com](mailto:no_reply@example.com)  
 LinkedIn

**SKILLS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EXPERIENCE**

Company Name, Location- Job Title Month 20XX- Present

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Company Name, Location- Job Title Month 20XX- 20XX

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**EDUCATION**

School Name, Location- Degree  
 Month 20XX- Month 20XX

**EXTRA CURRICULAR ACTIVITIES**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**HONORS OR AWARDS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Let's Get Started!

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## Option #1:

Go to link to make a copy of  
template to save to your  
Google Drive



[bit.ly/resumetemplateSFUSD](https://bit.ly/resumetemplateSFUSD)

## Option #2:

Log into [CA Career Zone](#), click  
on **Grow** at top right of page.  
Then select **Resume Builder**



**Tip:** Saving on your Google Drive is not the same as sending the real document to potential employers!

Send a PDF whenever possible instead of Google Doc or Word Version.



# Do's and Don'ts

## DO'S: 😊

- Use a **professional** email address
- Be selective and effective when using CAPITAL LETTERS, **bold**, or *italic*
- Keep resume to one page
- Experiment with different fonts to select one that pleases you, fits the page, and is easy to read. Stick with dark colors.
- Be consistent: match your fonts for cover letter and resume
- Begin each statement with an action verb and describe current work in the present tense and prior work in the past tense

## DON'TS: 😞


- Don't include too many old experiences or irrelevant material
- Don't use an unusual, strange looking, or hard to read font
- Don't indicate "References Upon Request"
- Don't use first person "I" or articles such as "a," "an," "the," etc. Complete sentences are not the norm on resumes.
- Don't evaluate your own characteristics by labeling yourself as "effective negotiator," etc. Instead, let your experiences lead the reader to conclude this.


# Examples and Samples


Click  
image  
for more  
samples


## JOE MARSHMAN

**contact**

123 .456 .789 

AmeliaRoberts@gmail.com 

45 Winfield Dr.   
Charleston, SC 90764

LinkedIn.com/username 

**education**

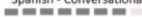
CLASS OF 2019, 3.8/4.0 GPA  
*Heritage High School*  
Charleston, SC

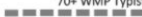
**RELEVANT COURSEWORK**  
Intro to Business /  
Entrepreneurship / Computer  
Applications


**awards**

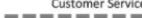
National Merit Scholarship Finalist  
Academic Honor Roll

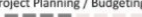
**key skills**


Spanish - Conversational  



70+ WMP Typist  


Google Suite  


Customer Service  


Project Planning / Budgeting  


Public Speaking  


**career objective** 

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

**volunteer experience**

**INFORMATION DESK ASSISTANT**  
*MUSC Children's Hospital / 2018 - Present*

- Greet hospital patients and visitors and provide guidance in finding the proper patient room, clinic, or various departments
- Process and distribute mail and newspapers to patient rooms
- Assist wheelchair-bound patients in reaching their desired destinations

**VOLUNTEER**  
*One80 Place Homeless Shelter / 2016 - 2017*

- Organized a successful schoolwide canned food drive that
- Assisted in biweekly meal preparation and lunch service on Saturdays
- Processed incoming food donations and organized food pantry, developing new system of grouping items by expiration date to reduce monthly food waste by 15%

**extracurriculars**

- Model United Nations – President
- Student Council – Secretary
- National Honor Society
- Business Professionals of America

## CAREER OBJECTIVE

Responsible and ambitious student (3.8/4.0GPA) with excellent time management. Seeking to apply my customer service abilities to the summer internship at your company.

## KEY SKILLS

Spanish - Conversational  
Google Suite  
Customer Service  
Public Speaking

# Resume Best Practices & Examples <sup>15</sup>

## Tips for Education Section



- Only include GPA if it's a 3.0 or above
- Include Academy or Pathway experience (if applicable)
- Include CCSF Dual Enrollment classes (if applicable)
- Optional to list:
  - awards, recognitions, leadership roles, AP Courses

## Tips for Volunteer & Work Experience



### Volunteer

- Say what you did. What was your role? Tasks?
- Use numbers to quantify your experience. For example: If you planned an event, how many people came?

### Work

- List experience from most to least recent
- Babysitting counts, it shows that you're responsible. How many kids?
- Check your verb tenses

# More Examples

and

# What to do about Professional References

GoalKeeper, Varsity Soccer Team 2013-Present

Perfect Attendance Award 2017

Member, Spanish Club 2020

Actor, Puma Theater Club 2015-2016

AVID Reader

Peer Mentor

## Professional References:

If references are requested:

- Ask people who know you well (i.e. teachers, counselors, mentors, work supervisors). An adult who knows you and will say good things about you, no relatives.
- If you need a letter of recommendation, give a two week notice
- Provide them with the application and copy of your personal statement or resume to help them speak to your strengths as they relate to the position.
- Make sure to ask your reference before giving their contact . Let them know before you apply for a job, every time



# What Else Should You Know?!



- A lot of people think that a resume will get them a job, but in truth, a resumes purpose is to get you an INTERVIEW.
- Most employers only take 15-30 seconds to scan a resume! They are usually looking for some key terms, skills, abilities, and experiences. Catch their attention in those first 15 seconds!
  - Emphasize the skills and abilities you have by highlighting them close to the top of your resume.
  - Keep relevant information closest to the left side of the page.
  - **Also keep in mind that your resume will be most effective if you tailor it to each position you're applying for.** The more you know about the duties or qualification for the job, and organize your resume around these, the easier it is for the employer to see you have what it takes.

A photograph of three students in a library. Two boys are sitting on the floor, looking at tablets. One boy is wearing a white t-shirt and the other is wearing a black jacket with a red collar and a circular logo. A girl is sitting to the left, holding a book. The background is filled with bookshelves. The text 'Part 4: Act!' is overlaid in the center.

# Part 4: Act!

# Get out and explore! Internships, Fellowships, Summer Employment, & Volunteer!

Click on the images to check them out!



**SFUSD**  
SAN FRANCISCO  
PUBLIC SCHOOLS

Summer  
Opportunities

**enterprise**  
for Youth  
*Real jobs. Real skills. Real Possibilities.*

expl**O**ratorium®



SAN FRANCISCO  
**SPCA**



**GENESYS  
WORKS.**



**missionbit**



**de Young**  
museum



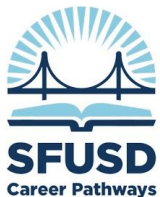
**Youth Art Exchange**



CALIFORNIA  
ACADEMY OF  
SCIENCES



**SFUSD**



# SFUSD Career Pathways Programs

Check out and enroll in one of the **49 pathway programs** available at **14 SFUSD high schools!**

Career Pathways students prepare for jobs ranging from Biotech to Culinary to Engineering. Across all Pathways, students are developing their technical skills while also cultivating career skills like critical thinking, initiative, flexibility, public speaking, and leadership.

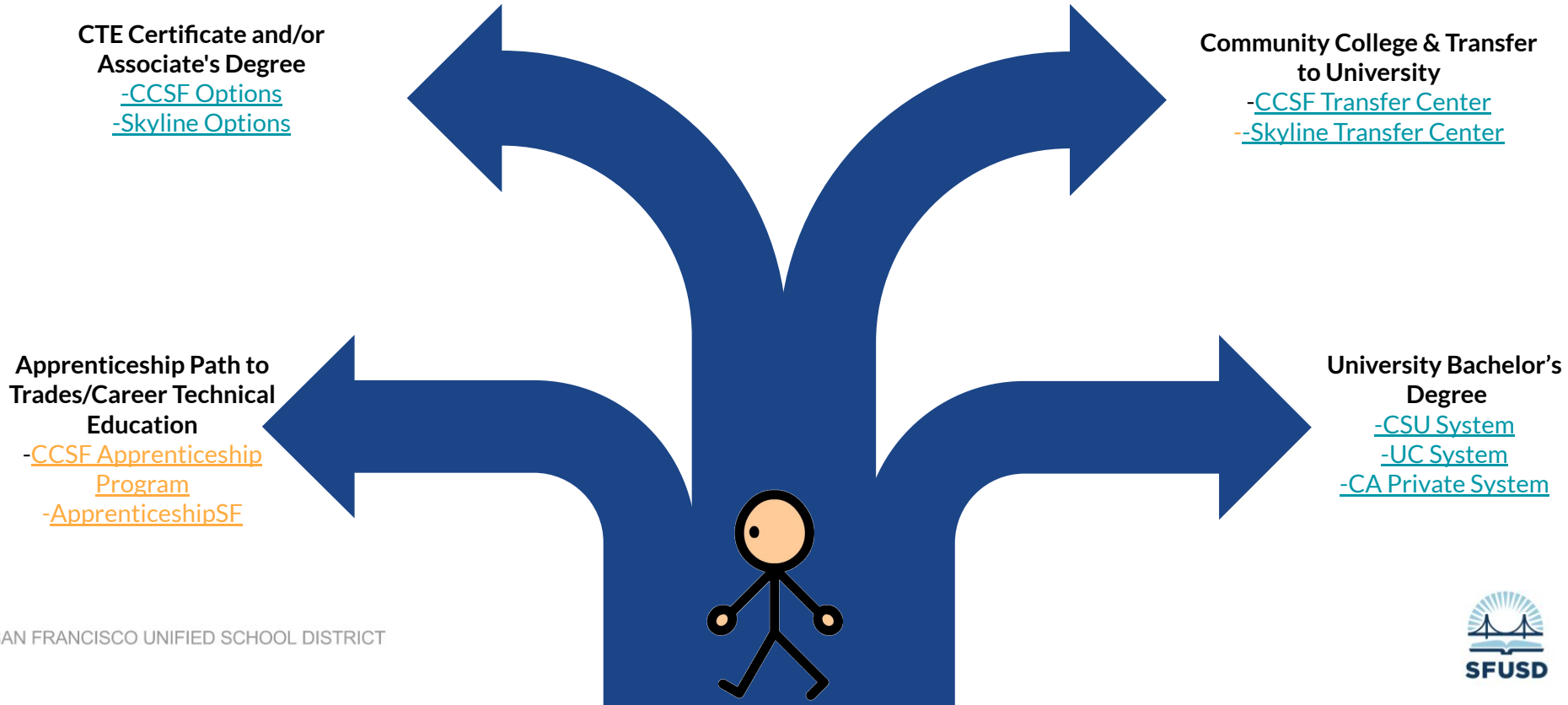
English

Español

中文



# Overview of Paths to Careers



Visit the Counseling & Post-Secondary Success Website for more information!



**Students and Families**



**Graduate High School**



**Life After High School**



**Financial Aid & Scholarships**

